



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, AFNORTH BATTALION  
UNITED STATES ARMY NATO  
UNIT 21601  
APO AE 09752

ACAN-C

24 June 2009

MEMORANDUM FOR All US Army NATO Soldiers assigned to AFNORTH BN

SUBJECT: Policy Memorandum #13 – Leaves and Passes

1. No Soldier assigned to this command, who has more than 75 days of leave accrued, should lose any leave days at the end of the Fiscal Year. Soldiers and Leaders should develop plans so that all Soldiers have an opportunity to take leave and ensure that they are using their leave as required.
2. Company commanders are the approval authority for leaves and passes except as noted within this paragraph and in paragraph 8 below. Permissive Temporary Duty (PTDY) approval authority for periods of 10 days or less is me, the AFNORTH Battalion Commander. The USANATO Brigade Commander retains approval authority for all leaves exceeding 30 days in length and requests for more than 7 days of advance leave.
3. Commanders will ensure all Soldiers have a safe travel plan in place prior to approving all leaves and passes. Leave and pass approval is conditional, in part, on the requesting Soldier having a travel plan approved by their first available US Army supervisor. Additionally, commanders will integrate POV Risk Management tools found at the Combat Readiness Center website into their leave and pass program. We must ensure Soldiers are not stretching the limits of what is reasonably safe in their travel plan.
4. Soldiers working in international billets are responsible for informing and securing leave/pass concurrence from their international supervisor. Individual headquarters have local procedures in place to accommodate this requirement. The bottom line here is to keep your international supervisory chain informed. This is an individual responsibility.
5. All Soldiers will submit DA Form 31 to request leave, pass, or permissive TDY at least 10 working days prior to the start date of the leave or pass. As first-line leaders, your signature on the form indicates you have discussed and agreed with your Soldier's proposed travel plans. It also indicates that you, the supervisor, understand your requirement to give your Soldier a comprehensive safety brief at least 24 hours prior to his/her departure. Commanders will also ensure Soldiers and supervisors sign and submit a Leave/Pass Pledge with their DA Form 31.

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6. Soldiers will be physically present in the local area (defined as assigned duty station or in the location from which the Soldier regularly commutes to duty) at the beginning and end of leave or pass.

7. Final processing of leave forms, at the end of the leave period, will follow “silence procedures.” Unless notified otherwise, the Battalion S1 will process all DA Form 31s using the following rule: leave through date plus one day (24 hours). This assumes the approved leave/pass dates did not change and were executed as requested on the DA Form 31. Any change in the execution must be communicated to the Battalion S1 within 24 hours of leave/pass completion.

8. In accordance with USNATO BDE Policy #22, Soldiers planning to travel 100 miles or more from their place of duty for 24 hours or more, but less than a three day pass requirement, during normal off-duty hours must submit a request for a mileage pass to the unit commander for approval. The Senior Army Officer (SAO) at Stavanger, Norway; Bydgoszcz, Poland; Szczecin, Poland; Muenster, Germany; Rheindahlen, Germany; and Strasburg, France are delegated mileage pass approval authority and the form will be maintained in the NSE. The mileage pass will indicate the Soldier’s whereabouts and contact phone number. A local form or the DA Form 31 may be used. This is not intended to restrict a Soldier’s movements in any way, but serves to ensure accountability of Soldiers away from their immediate area of assignment. Their travel plan requirement and leave/pass pledge requirements cited above are the same for the mileage pass.

9. Emergency Leave requests are exempt from the 10 day requirement and will be approved by the company commander in accordance with Chapter 6, AR 600-8-10. All emergency leaves will be expedited with a sense of urgency in order to accommodate travel considerations.

10. Commanders are encouraged to utilize the special pass, three or four days, as a motivational tool to encourage or reward outstanding Soldier performances. A three or four day pass is awarded in conjunction with a weekend (or in the case of shift workers, the scheduled days off). Special passes are awarded at the Commander’s discretion. The special pass exempts the Soldier from duty during what would be a normal duty day.

11. This policy is effective immediately and supersedes all previous leave and passes policies. It is directive in nature and therefore punitive. A failure to comply with these requirements may result in UCMJ or other adverse actions.

12. The point of contact for this memorandum is the Battalion S1 at DSN 364-3897 or commercial at 0031-45-526-3897.

  
MARVIN G. VANNATTER JR.  
LTC, AG  
Commanding